

# The Federation of Astronomical Societies



## **Joining/Renewing your membership**

Version 1.3

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# Document History

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## 1 Introduction

Membermojo uses an email login system so you will no longer need to remember any passwords. You simply go onto the Membermojo FAS website; the link will be on the FAS website and emailed to you but is also the link below:

<https://membermojo.co.uk/fas>

Once you've clicked on the link and entered your email address a secure link will be sent to you - this will be sent to the email address we have on record. Simply click on that link and you can then update your details. If any of your details change throughout the year it will also be easy to log on and change them at any time, not just when renewing.

Please note that it's not enough that you know the login email address, you have to actually own the email account. The secure link goes only to this email account; if it's not your account you won't get the link; this is how the membermojo security works.

The usual payment methods are available:

- BACS - Bankers' Automated Clearing System. Bank-to-bank transfer between banks and also referred to as a 'bank transfer'.
- PayPal - Online payment system, supports online money transfers, and is an electronic alternative to traditional paper methods like cheques etc.
- Cheque.

The cost for each society depends solely on the size of society; with the PLI cost the same regardless.

Please note that due to a lack of demand we no longer print the FAS newsletter, instead it is being produced in electronic format, which is free of charge.

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## 2 Guide, preparation and checklist etc.

- <sub>1</sub> Please log in to your Membermojo record now, to check that at least one person from your society can do so successfully.

The person updating your record should be authorised to change your details (for updating) and make payment (when renewing). It is simple to change the login to another member; simply replace your email address with the authorised person's (often the treasurer when renewing) email address.

In addition please ensure all your society contact details are up to date, lest we need to contact someone other than the one person who may not be available. Last year there were many contact details that were incorrect, either out of date or incorrectly entered, and this is still the case.

You may wish that the whole committee of your society knows who the login is, not just some of the committee. Keep secure in a document safely filed away for future use, and to pass on this login access to the successors, if/when the login person is changed to someone else.

The following is purely an observation and an idea: some societies have a login email address that belongs to their society, e.g. 'admin@astrosociety.org.uk'. For those societies that have a domain name and email facility for that name, using such an address can be made permanent for the login. This simplifies change of login persons.

- <sub>2</sub> When contacting the FAS for any requests, please ensure you have included enough details of yourself that identifies you and your society.

When requesting a Membermojo login, we cannot fulfil if we can't see your details in Membermojo or there is not enough evidence to show that you are an authorised member of your society. Only people mentioned in Membermojo - or your website for example - should make such requests.

You can imagine that we can't fulfil a login request without a good authentication check (GDPR, privacy, spamming etc.). If this is not possible then please ask another committee member to make the enquiry/request on your behalf - that is another person who we can identify.

- <sub>3</sub> FAS distribution list to societies: We maintain two lists and we obtained both from Membermojo. We mail to societies for the following purposes:

- Events, items of interest, newsletters, booklets and astro-calendars: (first-name, second-name);
- Renewals: (login, first-name, second-name).

The 'first-name' and 'second-name' are usually the secretary, treasurer, and the login again may be either of these two, but can be a third person; it's up to each society.

Please ensure your membermojo record is kept up-to-date to receive the latest information.

- <sub>4</sub> When renewing it is essential to update your Membermojo record to reflect this, not simply just send payment. Nothing can be actioned without the Membermojo record accurately showing the updated renewal information.

Please note that only society members can update these details when renewing, no one in the FAS can do so, nor should they (we do of course help with logging in to accounts).

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►<sub>5</sub> Membermojo has two fields for the size of the society:

- a numerical value, of the actual number of people;
- a category of Small, Medium, Large.

and both fields need to be complete and tally with each other. Last year we noticed significant instances where these two did not match. Also please enter a numerical number only, as you would into a calculator.

►<sub>6</sub> Your Membermojo record is populated with values from previous updates. This also serves to save time when renewing, but please be aware that changes could have occurred and the person renewing should check ALL values for correctness, particularly the numerical values and options.

In particular - and an exception - the option to select the PLI has been reset to null, because you need to opt in for any payment, which also applies to all purchase items.

►<sub>7</sub> For any society asking for a receipt for payment, your Membermojo record and email will show what you have purchased and serves as such. The record shows amount paid and date accepted, of which both are checked against the FAS bank account.

Please notify everyone on the committee once you have renewal confirmation from Membermojo, as it sends this only to the one logon address, thus saving enquiry time.

►<sub>8</sub> Payments; please do not use nicknames for any payment references; it must identify your society. This particularly applies to societies using personal bank accounts and it is especially important for the BACS and PayPal methods; ensure you include a reference that uniquely identifies your society.

►<sub>9</sub> For those opting for the PLI, a group policy schedule is produced by the insurers. They will also supply a 'To Whom It May Concern' (TWIMC) letter listing your society, to show that you belong to the group policy. There is no certificate for PLI, it is always and only the policy schedule and letter, as all that is required.

Please note that the FAS does not provide the PLI cover but simply organises its procurement.

►<sub>10</sub> Please consider alternative payment methods rather than by cheque. This is not so much that cheques may one day become obsolete, but the current situation, also with Covid-19, is that:

- due to closures the bank branch is now much further away, and often with a long queue;
- reduced opening times makes attending more inconvenient or not possible;



The cheque may not be cashed for quite some time, leading to difficulties if it is rejected.

If paying by cheque ensure your society name appears somewhere on the FRONT of the cheque, and not just abbreviations as there are many identical of these.

### 3 Joining / Renewing the FAS

Following the link in *section 1* will take you to the page below:

[Home](#) [Your Membership](#) [Members ▾](#) [Settings ▾](#) [Help ▾](#)



## Welcome to the Federation of Astronomical Societies

Formed in 1974, the Federation of Astronomical Societies (The FAS) was conceived as a sort of union of astronomical societies, groups, and individuals, liaising together where practicable, for their mutual benefit. A list of federation aims was drawn up which included such items as the compilation of lists of people prepared to give talks, the encouragement of the teaching of astronomy in educational establishments, the giving of advice on problems commonly encountered by astronomical societies, and so on.



In short, the Federation aims to be a body of societies united in their attempts to help each other find the best ways of working for their common cause of creating a fully successful astronomical society. In this way it endeavours to be a true federation rather than some remote central organisation disseminating information only from its own limited experience.

The FAS has become a useful resource centre for data appertaining to education in astronomy as well as for the guidance of astronomical societies with any functional problems. Thus it is quite different from other astronomical organisations in the country. There are over 200 astronomical societies in the FAS.

**FAS Subscription for membership year 1st April 2023 to 31st March 2024 will open soon.**

Small Society (1 to 15 people)	£10.
Medium Society (16 to 50 members)	£20.
Large Society (51 or more members)	£30.

#### Contact Us





[membership@fedastro.org.uk](mailto:membership@fedastro.org.uk)  
[www.fedastro.org.uk](http://www.fedastro.org.uk)

#### Memberships

Small Society (1 to 15 members)	£10
Medium Society (16 to 50 members)	£20
Large Society (51 or more members)	£30

Expires 31/03/2024  
Membership requires approval

Join Us / Renew

[Membership Enquiries](#) [www.fedastro.org.uk](http://www.fedastro.org.uk)   Powered by [membermojo](#)

Please note that the price shown is the current price, which will change when the discount period changes on the Tuesday 21st March.

If renewing (you are an existing member) simply click on the orange coloured 'Join Us / Renew' button, and the next page will have many of your society details already entered. Please carefully check these details to ensure they are correct and in the correct field.



If you are a new member the form will be blank, as it is in the page below. Complete the size of membership you are applying for, and a 'tick box' as to whether or not you want the Public Liability Insurance (PLI) or select as appropriate any cost items (these are set to null every year as you have to opt in).

Please note that if in the majority of cases you are renewing, because you are an existing member of the Federation, then the form will be already filled in. If you see no entries, immediately stop; do not attempt to fill in any details as they will be lost. This is because for some reason membermojo thinks you are a new member. Please look at the website address of your browser, it must say:

<https://membermojo.co.uk/fas/renew>

In case of doubt please contact the membership secretary; it will save a lot unnecessary work.

[Home](#) [Your Membership](#) [Members](#) [Settings](#) [Help](#) Acme Astronomical society



[Home](#) / Your Membership

### Messages


Your membership expires on \_ and can now be renewed.

[Renew](#)


### Summary



[Home](#) [Your Membership](#) [Members](#) [Settings](#) [Help](#)



Press **F11** to exit full screen



### Membership Renewal

The membership for William Bottaci is due for renewal. Please review the details then click **Next**.

To view other membership actions click [here](#).

**\* Society Name**  
  
Required field.

**\* Email**  
  
The main society email. Used to contact you regarding your membership. This is the login.

**Society Website Address**  
  
If you have a webpage please include it here. We can then include this on our website.

**County**

**Country**

**\* First name**  
  
Primary contact (Secretary)

**\* Last name**  
  
Primary contact (Secretary)

**\* Position**  
  
of Primary

**Email address (Secretary)**  
  
(if different from the login email)

**\* Contact telephone**  
  
Used as an urgent point of contact when regarding membership.

...

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Important: The 'Number of members' and 'Membership' values must match, else we would not know which is correct. Enter a number, not any wording.

If requiring PLI please tick the selection box.

**Number of members**

33

So we are able to inform PLI, but also to know how many members we are supporting nationally.

**Membership**

-- select --

Small Society – up to 15 members (up to 10 newsletters)  
Medium Society – 16 to 50 members (up to 20 newsletters)  
Large Society – from 51 members (up to 30 newsletters)

**PLI - Public Liability Insurance**

☒ PLI - £32.00

Public Liability Insurance - paperwork will be sent to you once the policy has been taken out.

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☒ **Data Privacy Agreement**

By selecting this you have read and understood how we store and use your data securely. [Data Protection Policy](#)

**To whom should Newsletters be sent**

Secretary

The address for Secretary or Treasurer will be used as noted above, please ensure they are correct

**To whom booklets and Astro calendars are sent**

Secretary

The address for Secretary or Treasurer will be used as noted above, please ensure they are correct

**Comments**

These are your comments, to aid clarity etc.

**Save** **Reload**

The screenshot above shows the end of the page. Once you have completed this page you are then met with a confirmation page. Please check through these details once more and then select the orange 'Checkout' button at the bottom of the page. This will take you to the payment page. If the 'Next' button doesn't work it's likely that a mandatory field has been missed.

## Payment

Membership renewal: Medium Society (16 to 50 members), 2023-02-15 to 2024-03-31	£20.00
PLI - Public Liability Insurance - PLI	£32.00
<b>Total:</b>	<b>£52.00</b>

[Back](#)[Checkout](#)[Cancel](#)

## Membership Enquiries

Any queries concerning membership or checkout should be directed to:

Name: William

Email: [membership@fedastro.org.uk](mailto:membership@fedastro.org.uk)

Phone: \_

[✉ Membership Enquiries](#)

[www.fedastro.org.uk](https://www.fedastro.org.uk) [f](#) [t](#)

Powered by [membermojo](#)

Check again that the cost is as intended and proceed to Checkout.

At the Checkout page you have a choice of payment methods: BACS, PayPal and cheque.

### Checkout


Acme Astronomical Society

Membership renewal: Medium Society (16 to 50 members), 2023-02-15 to 2024-03-31	£20.00
PLI - Public Liability Insurance - PLI	£32.00
<a href="#">Edit</a> <a href="#">Remove</a>	

Total: £52.00

### Payment

Pay with PayPal using your PayPal account or credit/debit card

☒  **PayPal**

[PayPal Checkout](#)

Pay with BACS or Cheque

☐ BACS

☐ Cheque

This page will appear differently depending on your choice of payment method, and in all cases will display the relevant information. At this point you could select any of the three radio buttons to see for yourself.

If 'BACS' is selected it will then supply the FAS bank details to make the BACS transfer. This method has a slight delay as the membership would not be approved until the treasurer has confirmed the funds are in the account. Important: please ensure you include a reference that uniquely identifies your society.

This is the same for the Cheque method. If you select 'Cheque' then you will be sent an automated email of the address to where to send the cheque. Once received, banked and cleared your membership renewal will be confirmed.

When you have renewed you should receive an automated email from membermojo to confirm this. When the payment has been confirmed by the Treasurer another email will be sent to indicate that the renewal is complete. This is near instant for PayPal, a delay of one or two days for PayPal, and perhaps longer for cheques as they have to be presented to the bank.



## 4 Member Homepage

Once you have renewed your membership you will be able to access the Member Homepage. All guidance and policy documents produced by the FAS will be found here for you to use - this list is updated at any time. You can access these documents using this link:

<https://membermojo.co.uk/fas/membershome>

Remember that no password is required to log in, just the email addresses used to set up the account - the security is with you and the email provider. This email can be changed as and when desired.

[Home](#) [Your Membership](#) [Members ▾](#) [Settings ▾](#) [Help ▾](#) [Acme Astronomical Society ▾](#)





### Member's home page

Welcome to the FAS Member home page - here you will find all the documents that you are entitled to use as a member society. Also, should any changes occur to the contact details for any points of contact for your society you can update at any point by logging back into MemberMojo.

**Documents:**

- [2022 PLI Brochure](#)
- [2022 PLI Endorsements](#)
- [2022 PLI To Whom it May Concern Letter](#)
- [2022 Policy Wording](#)
- [Child Protection Guidelines v1.3.pdf](#)
- [FAS Constitution - 2022 v1.pdf](#)
- [GDPR for Astronomical Societies v2.1.pdf](#)
- [Guide to why you should do outreach v1.0.pdf](#)
- [Guidelines on Laser Pointers v1.1.pdf](#)
- [Helping Grow your Society v1.0.pdf](#)
- [Joining and Renewing with Membermojo 2022-23\\_v1.2.pdf](#)
- [Risk Assessment Guidelines v1.0.pdf](#)

[Membership Enquiries](#) [www.fedastro.org.uk](https://www.fedastro.org.uk)   Powered by membermojo

*Documents will be updated and more added in due course.*

## 5 Who to Contact?

**Membership** and **Membermojo** enquiries to William Bottaci: [membership@fedastro.org.uk](mailto:membership@fedastro.org.uk)

**Website** and **Membermojo** enquiries to Martin Baker: [webmaster@fedastro.org.uk](mailto:webmaster@fedastro.org.uk)

**Payment** enquiries to Pat McEvoy: [treasurer@fedastro.org.uk](mailto:treasurer@fedastro.org.uk)

**PLI** and **Insurance** enquiries to William Bottaci: [insurance@fedastro.org.uk](mailto:insurance@fedastro.org.uk)

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